

Central Intelligence Agency



Washington, D. C. 20505

EEI- 07027/89

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DIRECTORATE OF INTELLIGENCE

17 DEC 1984

(See Attached Addressee List)

I want to thank you for agreeing to participate in a seminar sponsored by the Directorate of Intelligence. We look forward to telling you about the many career opportunities here as well as those in the rest of the Agency and hearing your views on how we can be more effective in finding the bright, young scholars we seek.

The seminar will be held in our building in Langley, Virginia on Thursday, 17 January and Friday, 18 January. An agenda and list of participants are enclosed. We plan to make detailed presentations on what we do in the Directorate of Intelligence, the type of people we are looking for, and the mechanics of our hiring process. We will also put you together with some new employees so you can ask them about their experiences. We have asked alumni from the schools invited to participate in this seminar to attend an informal get together with you at the end of the first day. We have also asked representatives from the other Directorates that make up the CIA to speak to you about their mission and needs. We hope you will leave the seminar with a fuller understanding of what we do (and do not do) and our rather unique needs and hiring procedures.

We also want to have your candid views on some issues of concern to us. Specifically, we would like your evaluation of our recruiting effort on your campus this year, the mood on your campus regarding CIA recruiting, and the value of our higher profile strategy that stresses advertising and group presentations. We have set aside a block of time on the first day for you and your fellow career planning officials to discuss these issues and any others among yourselves, and a block of time on the second day for you to present your views and ask questions of us.

We have made a hotel reservation in your name at the Holiday Inn in Rosslyn, Virginia, which is convenient to downtown Washington by subway. The Holiday Inn is located at 1850 North Fort Myer Drive. If you plan to arrive after 6:00 p.m. on the 16th, please call the hotel at (703) 522-0400, ask for Daphne,

and leave a credit card number so they will hold your room. The reservation confirmation number is 81584CBE. Please make your own airline reservations.

We will cover in full the cost of your coach class fare plus hotel and meal expenses not to exceed \$75 per day. We are authorized to pay you a consultant's fee of \$300 as well. Ground transportation from your home to the airport, from the airport to your hotel, and back will also be refunded. We ask that you obtain receipts for any individual expenses in excess of \$15. We cannot authorize a car rental.

The cost of the room at the Holiday Inn is \$63.22 per night. This expense, your air fare, and ground transportation will be reimbursed to you by government check within four weeks of receipt of your travel accounting. The \$300 consultant's fee will be paid on 18 January. We will provide bus transportation from the Holiday Inn to our building and back each day. Someone will be there to assist you and take your name as you board.

The Presidential Inauguration festivities start on the 19th. You may want to make plans to stay on, but it must be at your own expense. You will have to change hotels as the Holiday Inn in Rosslyn is booked, but they may be able to help you find accommodations at another Holiday Inn in the area.

If you have any questions, please call us collect at (703) [redacted] and ask for [redacted]. We look forward to seeing you on the 17th, and thank you again for agreeing to participate.

STASTAT

Sincerely,

[redacted]

STAT

Richard J. Gerr
Associate Deputy Director
for Intelligence

Enclosures:
As Stated

AGENDA

Thursday, 17 January

0730	Pickup at Holiday Inn
0830	Introductory Remarks and Explanation of Schedule
0845	Welcoming Remarks by Mr. Robert Gates, Deputy Director for Intelligence
0900	The Directorate of Intelligence: Who We Are, What We Do
1015	Break
1030	The Directorate of Intelligence: The People We Seek
1130	Computer Applications in the Directorate
1200	Lunch
1330	Small Group Discussions of CIA Recruiting Performance on Campus and How We Can Be More Effective
1450	Break
1500	A Panel of New Employees Who Will Discuss Their Work Experiences and Answer Questions
1630	Informal Get Together with Alumni
1730	Transportation Back to the Holiday Inn

Friday, 18 January

0730	Pickup at Holiday Inn
0815	The Other Directorates: Operations, Science and Technology, and Administration
1045	Break
1100	Reports on Small Group Discussions
1145	Agency Personnel Processing Procedures
1215	Questions from the Floor
1300	Travel Accounting
1330	Transportation to Airports or Holiday Inn

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We will provide transportation from the Holiday Inn in Rosslyn, Virginia, to our building in Langley. The Holiday Inn is located at 1850 North Fort Myer Drive. The bus will depart each morning at 0730. We will reimburse you for any parking cost and are authorized to pay a consultant's fee of \$300 in addition.

If you have any questions, please call us collect at (703) [redacted] and ask for [redacted]. We look forward to seeing you on the 17th, and thank you again for agreeing to participate.

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Sincerely,

[redacted]

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Richard J. Kern
Associate Deputy Director
for Intelligence

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